

Districts may opt to require additional artifacts for each standard. If the teacher feels additional artifacts would enhance his or her evaluation, additional artifacts may be added upon evaluator request and/or teacher choice. Districts may limit the number of artifacts per standard. A maximum of three artifacts per standard is recommended per evaluation cycle.

These documents provide evaluators with information they likely would not receive in an observation. Specifically, the Documentation Log requires that the teacher self-reflect on the artifacts, allowing demonstration of quality work, and creating a basis for two-way communication with an evaluator. The emphasis is on the quality of work, not the quantity of materials presented.

New teachers and teachers in need of improvement will meet with evaluator to review their Documentation Log by mid-year. Teachers on continuing contract will maintain their Documentation Log for the duration of their evaluation cycle. Artifacts will be archived according to the school year during which they were collected or may be open for the entire evaluation cycle at the discretion of the district.

Documentation Log Description

A Documentation Log:

- **must include the required documentation for the *Assessment For and Of Learning* and *Professionalism* standards,**
- is one component of a multi-source evaluation and compliments the observation, goal setting plan and survey components of the teacher evaluation system prior to the summary evaluation, and
- is a collection of artifacts with reflections that provides evidence and support for meeting performance standards.

In addition, a Documentation Log:

- is kept as electronic files in MyLearningPlan OASYS,
- is a work in progress and is to be updated regularly throughout the evaluation cycle,
- is available for review by administrator.

Figure 6 shows examples of items that may be included in the Documentation Log. This is not a limited list. It also indicates those items that are required.

Figure 6: *Sample Items in a Documentation Log*

Performance Standards	Required Artifacts	Artifact Types & Examples of Evidence
1. Professional Knowledge	<i>Teacher selected artifacts</i>	<ul style="list-style-type: none"> • Transcripts of coursework • Professional Development certificates • Annotated list of instructional activities • Lesson/intervention plan • Journals/notes that represent reflective thinking and professional growth • Samples of innovative approaches developed by teacher

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Performance Standards	Required Artifacts	Artifact Types & Examples of Evidence
2. Instructional Planning	<i>Teacher selected artifacts</i>	<ul style="list-style-type: none"> • Differentiation in lesson planning and practice • Analysis of classroom assessment • Data driven curriculum revision work • Sample lesson or unit plan • Course syllabus • Intervention plan • Substitute lesson plan • Annotated learning objectives
3. Instructional Delivery	<i>Teacher selected artifacts</i>	<ul style="list-style-type: none"> • Annotated photographs of class activities • Handouts or sample work • Video/audio samples of instructional units
4. Assessment For and Of Learning	<p>Documentation includes use of baseline and periodic assessments</p> <p>Other documentation: <i>Teacher selected artifacts</i></p>	<ul style="list-style-type: none"> • Samples of baseline and periodic assessments given • Samples of both formative and summative assessment • Graphs or tables of student results • Records within electronic curriculum mapping tool • Brief report describing your record keeping system and how it is used to monitor student progress • Copy of scoring rubrics • Photographs or photocopies of student work with written comments • Samples of educational reports, progress reports or letters prepared for parents or students • Copy of disaggregated analysis of student achievement scores on standardized test • Copy of students' journals of self-reflection and self-monitoring
5. Learning Environment	<i>Teacher selected artifacts</i>	<ul style="list-style-type: none"> • List of classroom rules with brief explanation of the procedures used to develop and reinforce them • Schedule of daily classroom routines • Explanation of behavior management philosophy and procedures
6. Professionalism	<p>Professional Development Log and Communication Log</p> <p>Other documentation: <i>Teacher selected artifacts</i></p>	<ul style="list-style-type: none"> • Record of professional development taken or given • Record of communication • Record of participation in extracurricular activities and events • Record of professional development taken or given • Examples of collaborative work with peers • Evidence of communication with students, families, colleagues, and community • Copy of classroom newsletter or other parent information documents • Sample copy of interim reports • Self-assessment • Standards-based strategies for growth